**Candidate Information**

**National Cycle Network Planning Manager,**
 **Scotland**

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| **Salary:**  | Grade H: £32,475 - £38,855 per annum (pro rata for part time hours)  |
| **Hours:** | 37.5 hours per weekThis job is proposed to be full-time but we are happy to discuss working hours and patterns to suit individual circumstances. Job share options may be considered. |
| **Contract:**  | Permanent |
| **Disclosure:** | PVG Scheme is not required for this position  |
| **Base:**  | Sustrans office in Edinburgh with the flexibility to work from home, or home-based within reasonable travelling distance from Edinburgh or Glasgow.  |
| **Travel:**  | This role will involve occasional travel. We may occasionally need you to travel further during the course of your work including occasional overnights stays. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training.  |

**Job or Project Specific Information**

As part of the Network Planning Team, the postholder will be the Scotland lead on the development of the [National Cycle Network](https://www.sustrans.org.uk/national-cycle-network/) Plan in Scotland, which brings together the [Sustrans Paths for Everyone Vision](https://www.sustrans.org.uk/about-us/paths-for-everyone) and active travel route and network development in Scotland.

We want to see a UK-wide network of traffic-free paths for everyone, connecting cities, towns and countryside, loved by the communities they serve. Critical to our success in Scotland is aligning our strategy and delivery with the [active travel policy goals of the Scottish Government](https://www.transport.gov.scot/active-travel/active-travel-framework/), local authorities, regional transport partnerships, and other key stakeholders across Scotland.

You will be responsible for the ongoing development and roll-out of the National Cycle Network Plan in Scotland, ensuring a year-on year pipeline of future projects.

You will play a key role in continuing to influence public, political and broad stakeholder support for the Network. As such, this role has excellent opportunities to work with and influence representatives across central and local government, third sector organisations, communities and regional transport partnerships. Funding for the sector is increasing, and as such there will likely be opportunities to grow the team and scale up the future pipeline projects.

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|  **Where this role sits in the structure:** |  |

**Job Description - About the Role**

The Network Planning Manager will have operational and strategic responsibility for developing and monitoring progress of the Network Plan. The ability to problem solve and effectively collaborate with a wide range of people internally and externally is key to the success of the role.

You will lead, develop and manage a small team to successfully drive forward the long term vision of the 30 Year Network Plan, working within the UK Programme and Project Management Framework.

**Overview**

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| **Where this role sits in the structure** | Reporting to the Head of Network Development & Co-Design (Scotland);Working closely with the Network Delivery Manager, the Network Development PMO Coordinator, the Network Engagement Manager and the Network Delivery Coordinators, as well as key colleagues in the Research and Monitoring Unit. This role can directly manage up to five people..  |

**Key Responsibilities**

Responsibilities may include:

1. Lead the management and development of the 30 Year National Cycle Network Plan for Scotland to ensure a healthy pipeline of projects for delivery year on year.
2. Gather, analyse and report on multiple data sets to inform and influence the development of the Network Plan.
3. Use the Network Plan to ensure that the year-on-year programme of infrastructure and engagement outputs deliver the strategic goals of the Sustrans vision for Paths for Everyone in Scotland.
4. Collaborate with key stakeholders such as Scottish Government, Transport Scotland, local government and third sector organisations to influence and deliver active travel in Scotland for the National Cycle Network.
5. Work with partners to identify barriers to, and high-level solutions for, active travel network development.
6. Effectively lead and manage the Network Planning team.
7. Collaborate effectively with internal key stakeholders across all programmes and functions.
8. Ensure projects and reporting operate within the UK Programme and Project Management Framework.
9. Manage and report on budgetary information for the Network Planning team.

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Programme planning and strategy development  | x | x |
| Successful collaboration across multiple stakeholders internally and externally | x | x |
| Managing competing priorities across multiple stakeholders | x | x |
| Budget management and reporting | x | x |
| Managing a delivery team | x | x |
| Experience in a similar network planning role is desirable but not essential | x | x |
| **Skills and Abilities** |  |  |
| Excellent stakeholder management skills; ability to build relationships and manage expectations | x | x |
| Pro-active and excellent problem-solving skills |  | x |
| Strong communication skills (including presentation, written and verbal/interpersonal) |  | x |
| Good negotiation skills |  | x |
| Ability to gather, analyse and report on multiple data sets | x | x |
| **Specific knowledge required** |  |  |
| Knowledge of project management practices | x | x |
| Good understanding of sustainable transport and relevant political context |  | x |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.